

# Information Technology Portfolio Planning Policy

Adopted by the Information Services Board (ISB) on May 20, 1999

**Policy No: 106-P1**

Also See: [100-P1](#), [101-S1](#)

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[Definitions](#)

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## Purpose

The purpose of this policy is to provide a framework for the integration of business and information technology (IT) planning. All IT planning should be based on agency business drivers and be addressed in the agency strategic business plan. This policy specifically addresses requirements for state and agency IT planning mandated in the *Information Technology Act of 1992*. In addition, the policy requires agencies to include their plans for IT in the appropriate section of their IT portfolios.

## Statutory Authority

The provisions of RCW 43.105.041 detail the powers and duties of the ISB, including the authority to develop statewide or interagency information services and technical policies, standards and procedures.

## Scope

This policy applies to all executive and judicial branch agencies and educational institutions, as provided by law, that operate, manage, or use IT services or equipment to support critical state business functions.

## Exemptions

None.

## **Policy**

Each agency must establish a biennial strategic vision (as part of its agency strategic business plan) for its use of IT that includes strategies, goals, objectives, and performance measures. These elements of the agency's strategic vision for IT must be integrated with its overall business strategy and program requirements. In its planning for IT, each agency must also take into account the state-level vision documented in the current version of the *State Strategic Information Technology Plan*.

The agency Strategic Business Plan is to be included in the agency's portfolio and updated on a biennial basis.

## **Maintenance**

Technological advances and changes in the business requirements of agencies will necessitate periodic revisions to policies, standards, and guidelines. The Department of Information Services is responsible for routine maintenance of these to keep them current. Major policy changes will require the approval of the ISB.